Monthly Cash Flow Template Instructions

As we begin Fiscal Year 2026-27 and work to develop the 2027-2029 Biennium budget, we encourage you to begin setting up the agency's monthly allotment needs found on the Agency Cash Flow Template provided for Fiscal Year 2026-27. Your total cash flow amount should include all appropriations authorized by the Legislature for FY 2026-27, as well as any authorized carryover reappropriations from FY 2025-26. The total amounts should then be reduced by 5% in accordance with Governor Pillen's July 8th Fiscal Restraint Memo. The amount of your reduction should be included in the total in the 'Reserved' column for each worksheet section.

<u>Goals/Objective</u>

This cash flow will act as a guide to account for projected spending each month within the fiscal year. The monthly allotment adjustments will be provided in alignment with the amounts indicated on the cash flow. The agency's goal is to provide a good projection of monthly spending in alignment with the Governor's targeted expenditure reduction of five (5) percent in aggregate.

<u>Initial Cash Flow Submittal</u>

The agency's initial cash flow submittal should outline the agency's spending needs for each month through the end of June 2027.

The cash flow is broken down by program, fund type, and major category expenditures with its associated object code range. The Operating Expenditures major category is broken down into two subsets being Supplies & Equipment (531100 – 539999) and Services (541100 – 55999).

The 'Reserved' column should include the 5% fiscal restraint amount referenced in Governor Pillen's July 8th Fiscal Restraint Memo in addition to any other amount the agency expects would be unexpended by the end of the fiscal year.

The Targeted Budget Reserved cells reflect the agency's reduction amount that should be included in the reserve column. The form does not include a reduction calculation for federal funds, but federal fund expenditure impacted by the fiscal restraint reserve should still be included in the 'Reserved' column in the federal fund section of each tab.

Agencies with multiple programs should enter each program on its own tab, adding additional tab copies within the workbook as needed. This ensures there is one workbook per agency, one tab for each program, with each tab divided into fund type sections. Each tab should be renamed to reference its respective program number.

The initial monthly allotment cash flow will be due by the agency no later than July 31, 2026 end of business.

Monthly Adjustments

The Budget Division is aware that unforeseen circumstances may arise which may cause changes to the initial cash flow submittal. Any adjustments made to the initial cash flow should be outlined in an email to your assigned budget management analyst along with an explanation of the change in the allotment requested. Examples for an adjustment could be unforeseen expenditure or new vacant position savings.

Agencies should provide their updated cash flows prior to the first of each month if needed. Monthly allotment adjustments are anticipated to be posted the Friday following the first Monday of each month. The Budget Division may also request periodic updates to adjust for actual spending experience.